

SACRAMENTO STATE

Administration & Business Affairs

2018-2019 COMPILED QUARTERLY REPORT – Q1

AUDITING & CONSULTING SERVICES

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
				Based on documentation submitted in June for the 60-day audit responses, the State Auditor closed 7 of the 19 recommendations directed at our campus (see http://www.auditor.ca.gov/reports/recommendations/2017-119). Monitored progress on fully implementing the remaining recommendations.	

BUDGET PLANNING & ADMINISTRATION

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
					Ademidun participated with the START committee to implement events for ABA employees, such as the upcoming Halloween Pumpkin Decorating Contest

FACILITIES MANAGEMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
The BAC Yard – Currently 18 students work and learn at the BAC Yard this semester for either academic credit, or required lab hours. This			The sustainability team regularly hosts campus sustainability tours and education highlighting the many sustainable features and		Employee of the Month: July 2018 – Eric Solberg, Lead Electrician August 2018 – Pressure

<p>semester’s students have decommissioned the aquaponics systems that were previously part of the STORC and built BAC Yard aquaponics systems from the old components. Once the systems are fully operational food from those systems will go to the campus food pantry.</p>			<p>programs Sac State has in place. Recent tours have included all 3rd graders (900 in total) from Natomas Unified School district, 80 5th graders from Grass Valley charter school, 25 students from Archbishop Mitty high school, and the Rancho Cordova Gardening Adults club. Members of the sustainability team also Presented Sac State Sustainability best practices at the California Governor’s Sustainability committee in early September. 2 representatives from the Sustainability team are current board members of the Capital Region Climate Readiness Collaborative. The team also recently met with Council Member Jeff Harris and campus faculty Jenna Porter, to create a teaching credential section regarding bee keeping and Honey production at Sac State.</p>		<p>Washing Team: Clarita Casipit, Junior Gaspar, Johnny Yasay, Feli Escobar, Eddie Manalang, Joe Tolentino, Jaime Hipolito September 2018 – Paint Crew: Raul Echeverria, Dave Phillips, Jesse Sanchez, Alex Pearson</p>
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FINANCIAL SERVICES

ACCOUNTING

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
					Participated in Financial Services Summer Fun Days

ASI BUSINESS & ADMINISTRATION

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
					Participated in Financial Services Summer Fun Days
PROCUREMENT & CONTRACT SERVICES					
Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
			Procurement attended and participated in the Small Business Disabled Veteran (SB/DVBE) Outreach Event Downtown Sacramento. Ongoing Concur preliminary training to various departments		Participated in Financial Services Summer Fun Days
BURSAR'S OFFICE					
Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
Continued the book loan program providing financial resources to students to obtain educational resources from the bookstore. Elena Larson Started a workgroup as co-chair with Registrar (Dani Ambrose) to address enrollment cancellation improvements for Fall 2019.				OneCard continues to work with Facilities Management on testing new prox card versions of OneCard for keyless entry	Participated in Financial Services Summer Fun Days.
POLICE DEPARTMENT					
Imperative #1: Reducing	Imperative #2: Diversity,	Imperative #3:	Imperative #4:	Imperative #5: Safety	Employee Engagement

Time to Degree	Inclusion, Equity	Philanthropic Giving	Community Involvement & Collaboration		Efforts
				<p>Police Department is working with UTAPS and Facilities to study the location of the gate arm near Parking Structure 1 and Capistrano Hall due to numerous issues in the past.</p> <p>Planning to install two new emergency blue lights by Solano Hall and parking lot near the art studio.</p> <p>All emergency blue light phones in PS5 are now fully operational.</p> <p>Seventeen new cameras have been installed in Library Testing Center.</p>	

RESOURCE & ORGANIZATIONAL MANAGEMENT

ORGANIZATIONAL DEVELOPMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
					<p>Andrew participated with the START committee to implement events for ABA employees, such as the upcoming Halloween Pumpkin Decorating Contest</p>

RESOURCE MANAGEMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts

SPACE MANAGEMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts

RISK MANAGEMENT SERVICES

ENVIRONMENTAL HEALTH & SAFETY

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
			Community Engagement Center is working with a faculty in the Chemistry Department that would like to partner with high school student interns for various Chemistry/STEM projects Provided Release of Liability (Waiver) and Minors on Campus registration form to be completed by the high school. Insurance and additional questions on safety and training have been requested.		

RISK MANAGEMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
			Dogs on Campus (non-service). “Bark in the Park” (Special Event) for on campus athletic events in spring 2019. For fans to be able to bring	In the process of purchasing Business Continuity Software, Quali. Also, working with Information Resources and Technology (IRT) to assist with their audit and comprehensive	

			<p>their dog to a Hornet Baseball game and/or spring football game. Provided guidelines for having dogs on campus.</p> <ol style="list-style-type: none">1. Dogs must be on leash at all times. An off-leash dog may scare a leashed dog, and may dart out in front of a car in a busy parking lot, with tragic consequences.2. Ensure that your dog enters the park in a calm, orderly manner. Dogs that are wound up and reactive get other dogs worked up, which can in turn make aggressive behavior more likely.3. Owners/handlers must clean up after their dogs. Cleaning up your dog's mess is good manners — and more important, it helps to protect against the spread of disease/parasites.4. Dog owners/handlers are personally and legally responsible for their animals. You are using these facilities at your own risk.5. Aggressive dogs are not allowed. The owner/handler	<p>plan for campus recovery. Periodic meeting are being held for the IT Disaster Recovery Audit in order to ensure progress, and discuss any recommendations for completion.</p> <p>RMS has established the Wheels on Campus Committee (WoCC) to address all wheels (i.e. vehicles, skateboards, Scooters, etc.), especially large vehicles and to craft a policy that captures the interests of all concerned for increasing safety of pedestrians by reducing or eliminating inner campus pathway traffic.</p>	
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			<p>of any dog exhibiting aggressive or unruly behavior are required to immediately remove the offending animal. (if possible, but not required)</p> <p>6. Owner shall provide evidence of rabies shots.</p> <p>7. Owner/Handler shall sign a waiver releasing liability.</p>		
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WORKER'S COMPENSATION

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
				<p>Ergonomic Evaluations – Workstation evaluations are encouraged to help address any concerns with the workstation setup that may impact work comfort and productivity. Areas addressed: the workstation is evaluated, components of proper ergonomics and work habits are discussed, and incorporating daily movement into the workday is encouraged. The following table shows the number of evaluations completed each quarter:</p>	

UNIVERSITY SUPPORT SERVICES

UNIVERSITY PRINT & MAIL

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts

UNIVERSITY TRANSPORTATION & PARKING SERVICES (UTAPS)

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
<p>Classroom presentation on Request for Quote to GPHD 122 class - Lockett</p> <p>2 GPHD 122 class tours of University Print & Mail</p>		<p>Presentation to University Marketing Council on Informed delivery and how it can be used for fundraising campaigns.</p> <p>Print support for the Athletics Dinner Under the Lights event.</p>		<p>Hazardous Materials Handling – Geimer, Garden, Armstrong, Bauhofer</p> <p>Closed Moraga Way to significant uncontrolled traffic</p>	

VICE PRESIDENT OPERATIONS

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
<p>Our office’s work on the University Policy Manual (UPM) as well as Margaret Hwang’s efforts on the Web Stewardship Steering Committee (both listed above) contribute to furthering the University commitment to Reducing Time to Degree by ensuring that our current and perspective students can easily locate information on their rights and responsibilities, as well as accurate, comprehensive, and timely information such things as degree requirements and completion.</p>	<p>The ABA VP/CFO Office sponsored the To’utupu’o e ‘Otu Felenite Association (TOFA) Luau on Friday, September 21. This community organization addresses underserved Pacific Island youth in our community through leadership opportunities, civil rights awareness, cultural arts, and promotion of access to higher education. The \$500 sponsorship from the ABA VP/CFO Office went directly to a Sacramento State student, who is also a member of the Full Circle Project, to assist with school</p>	<p>The ABA VP/CFO Office has supported the University Staff Assembly (USA) Annual Awards Luncheon by purchasing a table. Numerous ABA family members were recognized and received Years-of-Service Awards and it was important to stand and recognize all or our staff members being honored.</p>	<p>Margaret Hwang, accompanied by Gina Curry, helped design and facilitate the 2018 California Higher Education Conference (CHEC) at Sonoma State University. The CHEC Collaborative is a community of all three California Higher Public Education Systems (the California State University System, the California Community College System, and the University of California System). Attendees have an open exchange of ideas and processes with the goal of improving administrative “performance,</p>	<p>The ABA VP/CFO Office sent out nine Sac Sends between Jul 1 and September 30. Several were regarding construction and road closures, two were regarding parking permits, and two were emergency/health related communications.</p> <p>On August 6 we sent out an air quality warning for the campus community due to the nearby wildfires that were burning at the time.</p> <p>On September 18 a notification was sent out advising of a break in the domestic waterline between Santa Clara Hall and</p>	

	<p>and living expenses.</p> <p>Margaret Hwang's assistance with the 2018 CHEC Conference (listed above) included addressing technology and practices that enhance the experience of non-traditional, as well as disabled students.</p>		<p>services, and outcomes" for students. Margaret helped to identify possible break-out session topics and activities, as well as helped with back-end work. This cross-collaboration encourages intensive cross-pollination of pit-fall avoidance strategies, processes, and innovation in thinking and technology in order to make improvements for students across all of California's Public Higher Education Systems.</p>	<p>the Library, as well as necessary walk-way closures and repairs in the area.</p>	
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